

EXHIBIT 3-K

Homebuyer Set Up and Completion Form HOME Program (For single and multi-address activities)

Check the appropriate box: <input type="checkbox"/> Original Submission <input type="checkbox"/> Ownership Transfer	<input type="checkbox"/> Change Owner's Address <input type="checkbox"/> Revision	Name and Phone Number of Person Completing Form:
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Set Up Homebuyer Activity:

A. General Information.

1. Name of Participant:	2. County Code	3. IDIS Activity ID Number	4. Activity Name
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B. CHDO Information. (Only if applicable)

1. Is funding limited to CHDO Operating (CO) or CHDO Capacity Building (CC)? Y or N (If Yes, STOP. DO NOT FILL OUT THIS FORM.)	2. If this is a CHDO activity (funded with CR), is the CHDO acting as (check one): (1) <input type="checkbox"/> Owner (2) <input type="checkbox"/> Sponsor (3) <input type="checkbox"/> Developer
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C. Activity Information.

1. Activity Type (check one) (2) <input type="checkbox"/> New Construction Only (4) <input type="checkbox"/> Acquisition & Rehab (3) <input type="checkbox"/> Acquisition Only (5) <input type="checkbox"/> Acquisition & New Construction				
2. Homebuyer's Name (optional):		2a. Homebuyer's Street Address:		
3. City:	4. State:	5. Zip Code:	6. Estimated HOME Units	7. Estimated HOME Funds used for project: \$ -
8. Loan Guarantee? Y/N:				

D. Developer Information. (Only applicable if this is a multi-address activity)

1. Developer Type (check one): (1) <input type="checkbox"/> Individual (4) <input type="checkbox"/> Not-for-Profit (2) <input type="checkbox"/> Partnership (5) <input type="checkbox"/> Publicly Owned (3) <input type="checkbox"/> Corporation (6) <input type="checkbox"/> Other		2. Developer's Name:		
		3. Developer's Street Address:		
		4. City:	5. State:	6. Zip Code:

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Complete Homebuyer Activity:

E. General Information. (Same as set up)

1. Name of Participant:	2. County Code	3. IDIS Activity ID Number	4. Activity Name

F. Activity Information. (Sections F, G & H are to be filled out for each property address. If this is a multi-address activity, make copies of this form so that each address has separate F, G & H information.)

1. Activity Type (check one)		2. Property Type (check one):		3. Completed Units in Project:	
(2) <input type="checkbox"/> New Construction Only (3) <input type="checkbox"/> Acquisition Only (4) <input type="checkbox"/> Acquisition & Rehab (5) <input type="checkbox"/> Acquisition & New Construction		(1) <input type="checkbox"/> 1-4 Single Family (2) <input type="checkbox"/> Condominium (3) <input type="checkbox"/> Cooperative (4) <input type="checkbox"/> Manufactured Home		Total Number of Completed Units:	
				Number meeting Energy Star standards*:	
				Number Section 504 accessible:	
4. Homebuyer's Name (optional):			5. Homebuyer's Street Address:		
6. City:	7. State:	8. Zip Code:	9a. Purchase Price:	10. Value After Rehab (only applicable for <u>Acquisition/Rehab</u> activities):	
			\$ -	\$ -	
			9b. Purchase Price Limits:		
			\$ -		

G. Activity Costs.

1. HOME Funds (Including Program Income)

a. Property Costs

(1) Amortized Loan	\$ -
(2) Grant	\$ -
(3) Deferred Payment Loan (DPL)	\$ -
(4) Other	\$ -

b. Downpayment Assistance

(1) Amortized Loan	\$ -
(2) Grant	\$ -
(3) Deferred Payment Loan (DPL)	\$ -
(4) Other	\$ -

c. CHDO Loan

	\$ -
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Total HOME Funds [a + b + c]

\$ -

2. Public Funds

(1) Other Federal Funds	\$ -
(2) State/Local Funds	\$ -
(3) Tax Exempt Bond Proceeds	\$ -
Total Public Funds [(1) + (2) + (3)]	\$ -

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3. Private Funds

(1) Private Loans	\$ -
(2) Owner Cash Contribution	\$ -
(3) Private Grants	\$ -
Total Public Funds [(1) + (2) + (3)]	\$ -

4. Activity Total (Sum All Totals) \$ -

H. Household Characteristics. (Refer to code below where applicable)

1.			Household					Assistance Type	Total Monthly Rent
Unit #	# of Bedrooms	Occupant	% Med	Hispanic? Y/N	Race	Size	Type		
		2							\$ -
		2							\$ -
		2							\$ -
		2							\$ -

2. Counseling Received (check one):		3. First-time Homebuyer?** Yes or No (Using HUD's definition for FT homebuyer)	4. Coming from subsidized housing? Yes or No (Living in public housing or receiving rental assistance)
(1) <input type="checkbox"/> No Counseling	(3) <input type="checkbox"/> Post-Counseling		
(2) <input type="checkbox"/> Pre-Counseling	(4) <input type="checkbox"/> Both		

5. Lease Purchase? Yes or No	If yes, date of agreement:	6. FHA Insured? Yes or No

of Bedrooms
 0 - SRO / Efficiency
 1 - 1 bedroom
 2 - 2 bedrooms
 3 - 3 bedrooms
 4 - 4 bedrooms
 5 - 5 or more bedrooms

Occupant
 1 - Tenant
 2 - Owner
 9 - Vacant Unit

Household % of Med
 1 - 0 to 30%
 2 - 30+ to 50%
 3 - 50+ to 60%
 4 - 60+ to 80%

Household Race
 11 - White
 12 - Black or African American
 13 - Asian
 14 - American Indian or Alaska Native
 15 - Native Hawaiian or Other Pacific Islander
 16 - American Indian or Alaska Native & White
 17 - Asian & White
 18 - Black or African American & White
 19 - American Indian or Alaska Native & Black or African American
 20 - Other Multi Racial

Household Type
 1 - Single, non-elderly
 2 - Elderly
 3 - Single Parent
 4 - Two Parents
 5 - Other

Assistance Type
 1 - Section 8
 2 - HOME TBRA
 3 - Other Federal, State, or Local Assistance
 4 - No assistance

Definitions:

***Energy Star** homes are independently verified to be 15% to 30% more efficient than those built to model IECC standards. The Energy Star label should be prominently displayed on the home's electrical distribution panel. See www.energystar.gov or www.hud.gov/energy for more information

A **first-time homebuyer is defined by HUD as an individual and his or her spouse who have not owned a home during the three-year period prior to the purchase of a home with HOME assistance. The term first-time homebuyer includes displaced homemakers and single parents.